SPAWAR

WinATOS Per Diem & Travel Voucher for PDA

WinATOS is a desktop software package that automates TAD and TDY travel planning, approval, and liquidation. It is available for Navy and Marine Corps personnel, as well as civilian DOD employees. WinATOS allows business travelers to create, save, and print trip requests, travel vouchers, and Standard Form 1164s. It also allows users to submit travel documents online, where they can be approved electronically.

WinATOS is the new replacement for the software combination of ATOS*Plus* (Automated Travel Order System Plus) and Traveler.

Our two newest PDA modules work with WinATOS or with ATOS*Plus* Traveler:

- Per Diem
- Travel Voucher

1 Travel Voucher for PDA

The Travel Voucher application lets you create travel vouchers when you're away from your desk. Once you've created trip requests in the WinATOS or ATOS*Plus* Traveler desktop system, syncing your PDA downloads the trip request information to the device.

With the information from the trip request, you can quickly create a travel voucher on your PDA. Your personal information, trip itinerary, and other data is already filled in. You simply enter expenses, comments, and other miscellaneous data.

The next time you sync, your voucher is sent back to WinATOS or Traveler.

2 Per Diem for PDA

The Per Diem application downloads current per diem tables from the WinATOS or ATOS*Plus* Traveler desktop system.

Per Diem for PDA allows you to instantly obtain lodging, meals, and miscellaneous per diem costs for locations all around the world. You simply choose CONUS or OCONUS, pick a country or state, then select a locality. The system displays the per diem rates immediately.